



**Job Posting
General Manager**

The Garret Club
91 Cleveland Ave
Buffalo, NY 14222

The Garret Club in Buffalo, NY is a warm and welcoming private club for women. Members gather to connect socially, enjoy exceptional dining, and engage in a wide range of creative programming. Dining is offered Monday through Friday for lunch and Bistro dinners. Lecture dinners and other special dining experiences are offered throughout the year.

The Garret Club offers members a wide variety of social, cultural, and educational events and programs. We host guest speakers, notable professors, authors, and artists, and offer a robust and varied schedule of annual events, traditional celebrations, and speaker sessions.

JOB DESCRIPTION: General Manager

The General Manager will have complete administrative responsibility and oversight of all Club operations for this prestigious 122-year-old private women's club with 300 members. This includes supervision of club office administration staff, bookkeeping and accounting staff, food and beverage service, and maintenance and facilities personnel. The General Manager will encourage and support the use of the Club for special events and private member-sponsored functions. The General Manager will act as the Chief Operating Officer of the Club and report directly to the Board of Directors.

QUALIFICATIONS

The ideal candidate will have previous administrative experience at a comparable private club and must have a proven record of strong financial and operational management skills. Furthermore, the candidate should have substantial experience in special event planning, food and beverage purchasing, preparation, service, and facilities oversight.

The applicant must be able to provide guidance and leadership to implement Board directives effectively and efficiently. This individual must be energetic, personable, professional, service-oriented, and respectful of both members and employees.

EDUCATION

A college degree or equivalent professional experience in the hospitality industry is required. CMAA, BMI, or Business Management Institute courses completed are preferable.

SALARY RANGE: \$80,000-\$90,000, Plus Benefits

The Garret Club is an equal opportunity employer. All applicants will be considered for employment without regards to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please address resume and cover letter by February 22, 2025, to:

Garret Club Search Committee

Email to: dwebber@garretclub.com

Website: www.garretclub.com

Email Only, No Phone Calls Please